

Community Development Commission

February 5, 2009

To: Each Supervisor

From: Cordé D. Carrillo, Acting Executive Director



SUBJECT: ADVANCE NOTIFICATION OF INTENT TO ENTER INTO SOLE SOURCE AGREEMENT WITH NON-PROFIT INDUSTRIES, INC., dba SOCIALSERVE.COM FOR ENHANCED FUNCTIONALITY OF THE LOS ANGELES COUNTY HOUSING RESOURCE CENTER WEBSITE

In accordance with Board policy requiring notification of prospective large sole source contracts, this letter is to advise you that the Community Development Commission (Commission) intends to enter into sole source contract with Non-Profit Industries, Inc. dba Socialserve.com to assume the administration of the Los Angeles County Housing Resource Center ("HRC") website project. The design, development, operation and associated services provided in conjunction with the HRC website are currently performed by Socialserve.com under an approved sole source contract with the County of Los Angeles (Delegated Authority Agreement Number AO-07-037), managed by the Chief Executive Office (CEO), and funded by Homeless Prevention Initiative funds.

This proposed action transfers the County's administration of the contract to the Commission. The Commission's assumption of the project coincides with the planned termination of the existing County contract, as recommended by the CEO, Chief Information Officer, and County Counsel. The new contract also authorizes additional work to expand upon the current functionality of the website.

To fund the new contract, the Community Development Commission will request authority to incorporate CEO-IT Funds approved for the project by your Board on April 1, 2008, and to utilize Neighborhood Stabilization Program (NSP) funds as approved by your Board on November 25, 2008. The current County contract total amount of \$404,000 would be increased to \$855,872 with the approved addition of the CEO-IT Funds and NSP funds.

If you have any questions, please contact me or your staff may contact Lois Starr, Director of Housing Development and Preservation, at (323) 890-7230 or via e-mail at lois.starr@lacdc.org.

CDC:LN

c: William T Fujioka, Chief Executive Officer
Raymond G. Fortner, Jr., County Counsel
Richard Sanchez, Acting Chief Information Officer
Each Deputy